

Wrecking Reciprocal Information



Licensing is at the discretion of the local municipality in the State of Indiana (there is not a state wrecking license).

Minimum Application Requirements to go before the board:

The applicant must submit the following for the Board meeting at least (10) business days before the Board meeting and **name must be placed on agenda**:

1. Wrecking Reciprocal Application
2. Resume with work experience
3. Photocopy of applicant's driver's license
4. **AN ORIGINAL LETTER** from the City or State sponsoring the exam, on letterhead and signed by a local building official. The letter should state that it was a Prometric exam (formerly Thomson Prometric, Exuperior Assessments LLC, and Block), the exam type, exam date, exam score, the passing grade required for the jurisdiction, and the current status of the license. **NO COPIES.**
 - For Indianapolis Reciprocity, the exam score must be a minimum of 75% for an A license and 65% for a C license applicant.
5. **AN ORIGINAL GRADE VERIFICATION AND EQUIVALENCY LETTER** from Prometric Inc. (formerly Thomson Prometric, Exuperior Assessments LLC and Block & Associates) stating that the exam taken is equivalent to the City of Indianapolis' exam. Prometric's phone number is 1-800-280-3926.
6. Four (4) signed letters of reference from employers or customers stating the type of work performed and dates of employment
 - a) Three letters of reference should include the number of years worked, the month and year the work was completed, and a detailed description of the kind of work done (including the height and type of the structures demolished).
The letters should be from employers or, if the applicant has been independently employed outside the county, the letters may be from clients who have utilized the applicant's services. (Not more than one letter from the same employer or client.)
7. A timeline of wrecking projects; this should include:

• Project Name	• Date(s) Wrecked	• Height of structure
• Type of Structure	• Address(city and state)	• Square footage
• Your role on the project	• Project contact information	• Building material (steel, conc, etc)

 - Sufficient documentation must be submitted citing the actual time spent in the demolition field.
8. Copies of current licenses, safety certificates, technical certificates from university or trade school courses and union cards, if applicable

It is required by the City Ordinance that the above seven (8) items must be submitted to the Board of Wrecking Examiners for an applicant to be considered for a reciprocal license.

Application Process:

1. The applicant submits the application packet to the Board of Wrecking Examiners at least ten (10) business days before the Board meeting.
2. The Board will review the application at a regular meeting. If approved, they will invite the applicant in for an interview.
3. The applicant appears for an interview at the Board meeting. At that time, the Board will move on the request for a reciprocal license.
4. If approved, the board will provide orientation to the applicant.
- a. The applicant may immediately apply for the license(s), submitting proof of surety bond, general liability insurance, and workman's compensation coverage with fee(s) and application(s) for the license(s) to the Licensing Section. Or the applicant may submit the required licensing information at a later date. The applicant is not licensed until this paperwork and fee(s) are filed.

The specific requirements for insurance and bonds are included at the end of this packet.

Board Meeting Dates:

The Board of Wrecking Examiners meets the fourth Monday of each month at 1:00 p.m.

Deadline for submittal of exam packet:

Meeting date:

JANUARY 12, 2015
FEBRUARY 9, 2015
MARCH 9, 2015
APRIL 13, 2015
MAY 11, 2015
JUNE 8, 2015
JULY 13, 2015
AUGUST 10, 2015
SEPTEMBER 14, 2015
OCTOBER 12, 2015
NOVEMBER 9, 2015
DECEMBER 14, 2015

JANUARY 26, 2015
FEBRUARY 23, 2015
MARCH 23, 2015
APRIL 27, 2015
MAY 25, 2015
JUNE 22, 2015
JULY 27, 2015
AUGUST 24, 2015
SEPTEMBER 28, 2015
OCTOBER 26, 2015
NOVEMBER 23, 2015
DECEMBER 28, 2015 (tentative)

Correspondence should be addressed to:

Board of Wrecking Examiners
1200 Madison Avenue, Suite 100
Indianapolis, Indiana 46225

Please phone Anna Brown at (317) 327-8467 or email: Anna.Brown@indy.gov if you have any questions.

WRECKING RECIPROCAL APPLICATION
CITY OF INDIANAPOLIS – DEPARTMENT OF CODE ENFORCEMENT
1200 Madison Avenue, Suite 100
Indianapolis, IN 46225
(317) 327-8467

NAME _____ AGE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK PHONE # () _____ FAX # () _____ HOME PHONE # () _____

EMAIL ADDRESS _____

EDUCATIONAL BACKGROUND IN TRADE: _____

EXPERIENCE

RESIDENTIAL _____ COMMERCIAL _____ INDUSTRIAL _____ TOTAL YEARS _____

PRESENT EMPLOYER: _____ NO. YRS. _____

SPECIFIC DUTIES: _____

PAST EMPLOYER: 1. _____ NO. YRS. _____

SPECIFIC DUTIES: _____

PAST EMPLOYER: 2. _____ NO. YRS. _____

SPECIFIC DUTIES: _____

TYPE OF LICENSE REQUESTED:

1. CHECK ONE: ☐ WRECKING "A" (UNRESTRICTED)
 ☐ WRECKING "C" STRUCTURES UP TO 50 FT OR 3 STORIES, WHICH EVER IS LESS

2. NAME FOUR PEOPLE WHO ARE FAMILIAR WITH YOUR WORK.
(SUBMIT WITH AT LEAST 3 LETTERS OF REFERENCE PERTAINING TO DEMOLITION EXPERIENCE):

1. _____ 2. _____

3. _____ 4. _____

3. WHY DO YOU DESIRE A LICENSE FOR MARION COUNTY? _____

4. JURISDICTION SPONSORING THOMSON PROMETRIC (FORMERLY EXPERIOR ASSESSMENTS LLC,
BLOCK & ASSOCIATES) EXAM:

_____ DATE of EXAM: _____

5. WHAT HEAVY EQUIPMENT HAVE YOU OPERATED? _____

6. SIGNATURE OF APPLICANT: _____ DATE: _____

SECTION BELOW TO BE COMPLETED BY BOARD OF WRECKING EXAMINERS

APPLICATION APPROVED: _____ YES _____ NO DATE APPROVED: _____

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

2015 BOARD OF WRECKING EXAMINERS POLICIES

1. Passing score for the 2012 Demolition test is 75.0% for “A” licenses and 65.0% for Demolition Class “C” licenses. Applicants approved by the Board may take the license exam two times. A one-year waiting period will be required if the applicant does not pass the second examination.
2. The appropriate application must be completed and submitted to the Board.
3. The minimum number of years experience after reaching the age of 17 years old as required by the Code of Indianapolis-Marion County for a wrecking license are as follows:
 - “A” license – 6 years
 - “C” license – 2 years
4. Four (4) current letters of reference must be forwarded with the application.
Please note: The Board of Wrecking Examiners **will reject** reference letters submitted without signatures.
5. The purpose of at least three letters of reference is to verify that the applicant has the required number of years of experience and that the experience encompasses the various aspects of the work allowed under the requested license.
 - b. Three letters of reference should include the number of years worked, the month and year the work was completed, and a detailed description of the kind of work done (including the height and type of the structures demolished).
 - c. The letters should be from employers or, if the applicant has been independently employed outside the county, the letters may be from clients who have utilized the applicant’s services. (Not more than one letter from the same employer or client.)
 - d. The fourth may be a personal character reference letter.
 - e. Applicants with businesses must include copies of insurance and bond.
6. The Board may waive any provision of these “Procedures” by unanimous vote of the attending Board members at its meeting.
7. Any applicant applying for approval to take an examination or a reciprocal license must submit the application at one Board meeting with no action taken until the next Board meeting. The applicant does not have to appear before the Board for the submittal of the application, but the applicant does have to appear before the Board for approval of the reciprocal license or to take the exam.

8. The applicant must appear in person before the Board for approval to take the exam. The applicant will be notified when to appear.
9. An Applicant may retest one time within a six (6) month period after the date of the first test without reappearing before the Board, if he scores between 70% to 74% for Demolition "A" license and 60% to 64% for Demolition Class "C" license.
10. If the applicant scores less than 70% for Demolition "A" license and 60% for Demolition Class "C" license, the applicant must reappear before the Board and give evidence he has improved in areas of weakness before the applicant may retest. (This situation will be allowed for one time.)
11. After applicant's second failure, the applicant cannot retest for a period of one (1) year. At that time, the applicant must reappear before the Board and provide documentation that the applicant has improved in areas of weakness or show evidence of additional work experience or schooling.
12. Selling a license or lack of supervision will not be tolerated.

Board of Wrecking Examiners Probation Policies

1. The following are the Guidelines for Wrecking License Holders on Probation:

The Board may impose suspension, revocation or ineligibility of license renewal, and then the Board may conditionally suspend the original imposition based upon the contractor satisfactorily fulfilling the conditions imposed by the Board during a given period.

Generally, this is what is meant by probation.

1. The contractor is required to request inspections for all work performed during the probation period.
2. The inspection staff will provide periodic updates to the Board concerning the contractor's activities during the probation period.
3. Proper supervision for any project where a permit is required and/or has been issued to The License Holder will be required.
4. The contractor may be subject to additional Board action for any violations during the probation period which are not corrected in a timely manner; and
5. Failure to comply with any provisions of the probation may result in suspension or revocation of the license for a period of time. The Board shall call a formal hearing before suspension or revocation is determined.
 - a. If failure to comply with one or more provisions of probation is reported, the Board shall hold a Formal Hearing at the first Board Meeting or sooner if necessary to determine action to be taken regarding The License Holder.
 - b. The Board may require immediate license revocation and other action as needed in the event that life and/or property are in danger.
6. There shall be a minimum probation period of a two-year sentence after formal review of the case and voting by the Wrecking Board.

The above policies are recommended but in no way limit the action taken by the Board in aggravated circumstances.